

OFFICE OF THE GENERAL COUNSEL  
Division of Operations-Management

MEMORANDUM OM 06-97(Revised)

September 27, 2006

TO: All Regional Directors, Officers-in-Charge,  
and Resident Officers

FROM: Richard A. Siegel, Associate General Counsel

SUBJECT: Training Schedule for Revisions Required by E-Filing of Appeals

OM Memorandum 06-96 announced the General Counsel's new initiative, commencing October 23, 2006, allowing parties to file appeals electronically with the Office of Appeals of the General Counsel through the Agency's Web site. To ensure that all parties are informed of their expanded opportunity to e-file appeals and supporting documents, Regions need to revise the Appeals language in their refusal to issue complaint, *Collyer* deferral, unilateral Informal Settlement Agreement, Regional compliance determination, and certain Freedom of Information Act (FOIA) determinations letters.

To assist the Regions in making the required changes, IT Specialists Mamie Doughty, Cynthia Jones, Mary Lee LeMonte, and Roberta Schwartz will conduct a series of training sessions during the week of October 2, 2006 to guide users through the procedures necessary to change their regional letters. Please see the attached schedule and plan for the appropriate staff members to attend the session for your particular Region. It is suggested that the following individuals attend these sessions:

A representative of management,

Individual(s) who typically revise CATS correspondence merge templates, who have "write" access to the catsocor folder on the network and

Individuals who typically revise Word templates.

These sessions will be conducted via Net Meeting and audio conference. A schedule with proposed dates is attached. If the proposed date is not convenient, the Region can make arrangements with the IT Specialist conducting their session to change the date to a more convenient alternative, as long as this occurs before October 23, 2006. As usual, the Regions should prepare for the session as follows:

- Select a computer on which the training will be presented;
- Make sure Net Meeting is installed on that computer,

- Change the monitor resolution on the designated training computer to 1024 x 768 and
- About 10 minutes before the scheduled session,
  - Call the audio conference number noted on the attached schedule and enter the passcode.
  - Start Net Meeting.
  - Locate and provide to the IT Specialist the IP address of the training computer, which can be determined from Windows Net Meeting\Help>About Windows Net Meeting.

The IT Specialists will provide technical assistance and training to ensure that all relevant regional letters are revised as required.

If you have any questions regarding this memorandum, please contact your Assistant General Counsel or Deputy or the undersigned.

/s/  
R.A.S.

cc: NLRBU  
Release to the Public

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## Schedule

Region	IT Specialist	Date	Time	Phone No.	Passcode
1	TBD	TBD	TBD		
2	Doughty	10/3/2006	10:00 a.m. EST	1-800-393-0640	319756#
3/Albany RO	Jones	10/3/2006	10:00 a.m. EST	1-866-670-5107	647181#
4	LeMonte	10/3/2006	10:00 a.m. EST	1-800-605-5167	531227#
5/Wash RO	Schwartz	10/3/2006	2:00 p.m. EST	1-800-308-9936	624367#
6	Hart	10/3/2006	10:00 a.m. EST	1-888-821-3958	227897#
7/Grand Rapids, MI	Doughty	10/3/2006	2:00 p.m. EST	1-800-393-0640	319756#
8	LeMonte	TBD	TBD		
9	LeMonte	10/3/2006	2:00 p.m. EST	1-800-605-5167	531227#
10/Birmingham RO	Jones	10/3/2006	2:00 p.m. EST	1-866-670-5107	647181#
11	Doughty	10/4/2006	10:00 a.m. EST	1-800-393-0640	319756#
12/Tampa/Jacksonville	Jones	10/4/2006	10:00 a.m. EST	1-866-670-5107	647181#
13	Schwartz	10/4/2006	Noon EST	1-800-308-9936	624367#
14	LeMonte	10/4/2006	10:00 a.m. EST	1-800-605-5167	531227#
SR 33	LeMonte	10/4/2006	10:00 a.m. EST	1-800-605-5167	531227#
15	Hart	10/4/2006	10:30 a.m. EST	1-888-821-3958	227897#
16/Houston/San Antonio	Doughty	10/4/2006	3:00 p.m. EST	1-800-393-0640	319756#
17/Tulsa	TBD	TBD	TBD		
18/Des Moines, IA	Jones	10/4/2006	3:00 p.m. EST	1-866-670-5107	647181#
19/Anchorage	LeMonte	10/4/2006	2:00 p.m. EST	1-800-605-5167	531227#
SR 36 Portland	Schwartz	10/4/2006	4:00 p.m. EST	1-800-308-9936	624367#
20	Schwartz	TBD	TBD		
SR 37 Honolulu	Schwartz	TBD	TBD	1-800-308-9936	624367#
21/San Diego	Schwartz	10/5/2006	5:00 p.m. EST	1-800-308-9936	624367#
22	Doughty	TBD	TBD		
24	Doughty	10/5/2006	10:00 a.m. EST	1-800-393-0640	319756#
25	Jones	10/5/2006	11:00 a.m. EST	1-866-670-5107	647181#
26/Nashville/Little Rock	LeMonte	10/5/2006	11:00 a.m. EST	1-800-605-5167	531227#
27	Schwartz	10/5/2006	Noon EST	1-800-308-9936	624367#
28/Las Vegas/Albuquerque	Doughty	10/5/2006	11:00 a.m. EST	1-800-393-0640	319756#
29	Jones	TBD	TBD		
30	TBD	TBD	TBD		
31	TBD	TBD	TBD		
32	Schwartz	TBD	TBD		
34	LeMonte	10/5/2006	2:00 p.m. EST	1-800-605-5167	531227#